



**Philippine International Trading Corporation
BIDS & AWARDS COMMITTEE I**

**MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF 5,000 PIECES BRAND NEW CAP BERET BLUE FOR THE
PHILIPPINE AIR FORCE (PAF)
BID REFERENCE NO. MPG-BI 2020-412 Rebid
15 October 2020, 5th Floor Conference Room**

There being a quorum, Vice-Chair convened the meeting at 9:10am.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – PAF via ZOOM
Christabelle P. Ebriega, Chairperson (WFH)	*LTC LIKIGAN – Provisional Member
Myra Chitella T. Alvarez, Vice-Chair	* CAPT DOMINGUEZ
Joel S. Rodriguez, Member	
Atty. Roxanne Marie Q. Cruz, Member (WFH)	
Atty. Mitzell Arthur R. Magdaong, Member (WFH)	
Atty. Mark Brian A. Dela Cruz, Alternate Member	
PITC TWG/BAC Secretariat (as per attached attendance Sheet)	
Bidder via ZOOM ZHUJAR MFG. INC.	

HIGHLIGHTS OF PROCEEDINGS

- Vice-Chair presides the Pre-Bid Conference.
- Vice-Chair welcomed everyone to the Pre-Bid Conference for the above-mentioned procurement project. Afterwhich, Vice-Chair introduced the BAC Members and the End-Users representatives from PAF through video conferencing ZOOM.
- Vice-Chair acknowledged the presence of Zhujar Mfg. Inc. represented by Ana Maria P. Donoga, the only prospective Bidder present in this Pre-Bid Conference via video conferencing (ZOOM).
- Vice-Chair informed Zhujar that PITC has been tapped by the PAF to undertake this project for them.
- Invitees are local manufacturers, authorized distributors, dealers or suppliers for the Supply and Delivery of 5,000 Pieces Brand New Cap Beret Blue.
- At the same time, the bidding is open to Filipino citizen/sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
- **Delivery Period:** Within Forty-Five (45) Calendar days upon receipt of Notice to Proceed.
- **Delivery Place:** 4211st TOSS, 420th SW, Clark Air Base, Mabalacat Pampanga.
- Vice-Chair informed that to be able to participate in this bid project, a prospective Bidder should have completed within the last five (5) years from the date of submission and receipt of bids a single contract similar to the contract to be bid amounting to at least twenty-five percent (25%) of the ABC of the item being bid for.

"Similar" contract shall mean Individual Clothing and Individual Equipment (ICIE).

- Vice-Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by the prospective Bidder at their own good time. What will be discussed in this Pre-Bid Conference are the documents that are required to be submitted on Bid Opening Day.
- Vice-Chair started to discuss the Envelope System:
 - **Envelope System:** The system of submission is a two-envelope system wherein **Envelope 1** will contain the eligibility and technical documents and **Envelope 2** will only contain the Financial Bid.
 - **Number of Copies:** All documentary submission must come in three sets. These will be placed in 3 folders marked: "original", "duplicate" and "triplicate".
 - **Sealing/Markings** The two envelopes will then be placed in a master envelope. The master envelope will then be sealed and marked in accordance with the instructions stated in the Bidding Documents.

ENVELOPE I – ELIGIBILITY & TECHNICAL DOCUMENTS

<u>Class "A" Eligibility Documents</u>	<u>Vice-Chair's Instructions</u>
SEC/DTI Registration Certificate	<p>For Corporation, submission will be the SEC Registration Certificate.</p> <p>For the Sole Proprietorship a copy of valid and current DTI business registration valid and current.; and</p> <p>For Cooperatives a copy of valid and current Cooperative Development Authority (CDA)</p>
Business Permit issued by the city or municipality where the place of business is located OR the equivalent document for Exclusive Economic Zones or Areas.	<p>Zhujar must submit their 2020 Mayor's Permit.</p> <p>In case of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the Bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as post-qualification requirement.</p>
Valid and Current Tax Clearance	<p>Zhujar must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p> <p>Chair informed Zhujar that PITC does not accept any provisional Tax Clearance, renewal certificate or claim stub because the GPPB has already issued a ruling that only the Tax Clearance itself is acceptable.</p>
Audited Financial Statements for 2019 and 2018	<p>Submission will be the 2019 and 2018 Audited Financial Statements comprising of:</p> <ol style="list-style-type: none"> a) Independent Auditor's Report; b) Balance Sheet; and c) Income Statements <p>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p>

<p>Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<p>If Zhujar is already a PhilGEPS Platinum Member they can submit the Platinum Membership Certificate together with the Annex "A". The Platinum Membership will substitute for the four (4) eligibility documents enumerated earlier.</p> <p>However, if any of the documents listed in Annex A of the certificate has expired, Zhujar must submit the valid and current one.</p> <p>Vice-Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.</p>
<p>Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started</p>	<p>Vice-Chair's instructions to Zhujar with respect to this document are:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents, Zhujar have to use Annex I; • Zhujar to provide the information called for; • Additional sheets can be used for as long as the authorized representative sign the last page.
<p>Annex I-A Statement of Single Largest Completed Contract similar to the contract to be bid within the last five (5) years from date of submission and receipt of bids equivalent to at least twenty-five percent (25%) of the total ABC of the items being bid.</p> <p>"Similar" contract shall mean Individual Clothing and Individual Equipment (ICIE).</p>	<ul style="list-style-type: none"> • A form is again provided; • Zhujar to supply the data or information required in the form and to attach any of the following documents: <ol style="list-style-type: none"> 1. Copy of Official Receipt; 2. End User's Acceptance 3. Sales Invoice together with Collection Receipt (They go together)
<p>Net Financial Contracting Capacity (NFCC)</p>	<p>For NFCC</p> <ul style="list-style-type: none"> • A form is provided for as Annex II-A; <p>As the sample form was flashed on the screen, Vice-Chair's instructions is for Zhujar to supply the necessary details as required. A formula is already provided for the Bidders to come up with the NFCC.</p> <p>The NFCC must be at least equal to the total ABC of the Item being bid for.</p> <p>In case Zhujar does not want to submit the NFCC, they have an option to submit Committed Line of Credit, issued by a local commercial/Universal Bank.</p> <p>FOR COMMITTED LINE OF CREDIT (CLC) - A sample form is provided for as Annex II-B;</p> <p>CLC must be at least equal to ten percent (10%) of the ABC of the project issued by a Local Universal or Local Commercial Bank.</p>

	Chair reminded Zhujar that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.
Annex II Class "B" Document: (For Joint Venture)	Since Zhujar expressed that they will not bid as a Joint Venture, Vice-Chair skipped this portion, but stated that just in case any of them decides to enter into Joint Venture, the requirements are found in Bid Data Sheet Clause 12.1 pages 35 to 37 of the Bidding Documents.

<u>Technical Documents</u>	<u>Vice-Chair's Instructions</u>
Annex IV Bid Security	<p>Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p>a. Bid Securing Declaration</p> <ul style="list-style-type: none"> - A form is provided for as Annex IV; <p>Zhujar should use the form provided by PITC because it is complete in contents.</p> <p>In order not to miss out on anything, Vice-Chair advised Zhujar to photocopy the form or scan it, and then have the authorized representative sign the form and have it notarized.</p> <p>b. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC issued by a Local Universal or Local Commercial Bank.</p> <p>c. Bank Guarantee/ Bank draft or Irrevocable LC equivalent to at least 2% of the ABC; OR</p> <p>d. Surety Bond callable upon demand equivalent to at least 5% of the ABC.</p> <p>In case Zhujar will opt for a Surety Bond, Zhujar must submit a Certification from the Insurance Commission that the bonding company is authorized to issue Surety Bond. In addition to this, the Surety Bond should contain all the 14 grounds for the forfeiture of the Bid Security, and it be written on Bond Itself.</p> <p>Vice-Chair advised Zhujar to show the 14 grounds to their bonding company so that the latter can include or type them on the copy of the bond itself.</p>
Technical Bid Form Annex V-A (5 pages)	<p>As the Technical Bid Form for was flashed on the screen, Vice-Chair s instructions are as follows:</p> <ul style="list-style-type: none"> • For Zhujar to use the Bid Form. They shall not retype or alter it; • Zhujar to put the word "Comply" on all the line item under the column "Bidder's Statement of Compliance"; • All pages must be signed by the authorized representative of the Bidder. <p>Vice-Chair reminded Zhujar that if there are any blanks left out unfilled, the TBF will fail because it will mean that</p>

	the Bidder cannot comply with the technical specifications.
Annex V-A1 Technical Specifications (6 pages)	Zhujaar authorized representative/s to sign the "Conforme" box provided on all pages of these Annexes.
Annex V-A2 Test Parameters (2 pages)	
Annex V-A3 Test Criteria (1 page)	
Annex V-A4 Visual Inspection Checklist (1 page)	
Annex V-A5 Tariff Sizes (1 page)	
(Annex V-B) Affidavit of Undertaking to Conform to the Project Requirements	The Committee will issue a Bid Bulletin to delete this requirement.
Annex V-C For Manufacturers:	<p>Vice-Chair emphasized that this requirement is for manufacturer only, Bidder to submit a Certification that the Bidder is a manufacturer of the Item being bid for. Vice-Chair's instructions as follows:</p> <ul style="list-style-type: none"> • To transpose the form in Company's Letterhead; • Fill all the required information called for; • Signed by the Manufacturer's Authorized Representative <p>The Committee will issue a Supplemental Bid Bulletin to revise this form from Annex V-C to "Annex V-B".</p> <p>For Distributors: Certificate of Distributorship issued by the manufacturer</p> <p>Note: If not directly issued by the manufacturer to the bidder, bidder must submit the certificate of distributorship / dealership that will link bidder to the manufacturer.</p>
Annex V-D Bidder's Certification on Product Development	<p>Vice-Chair instructions are as follows:</p> <ul style="list-style-type: none"> • To transpose the form in Company's Letterhead; • To fill all the required information called for; • To be signed by the Authorized Representative <p>Again, the Committee will issue a Supplemental Bid Bulletin to revise this form from Annex V-D to "Annex V-C".</p>
Proof of Authority of the Designated Representative	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <ol style="list-style-type: none"> a) For Sole Proprietorship submission of Duly Notarized Special Power of Attorney; b) For Corporation, Cooperative, or the Members of the Joint Venture submission of Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s. <p>In the case of Unincorporated Joint Venture each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p>

	<p>Once again, Vice-Chair advised Zhujar to check the wordings. In case the Board appoints more than one person, it is safe that it be worded "any of the following" or "or" so that even only one person can bind the company.</p> <p>However, if not stated this way, then the Committee will look for all the names and signatures of the persons named in the Secretary's Certificate. And if one signature is missing, the submission is non-compliant and will fail.</p>
<p>Annex VI Omnibus Sworn Statement (OSS)</p>	<p>Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>Vice-Chair advised Zhujar to use the form that PITC provided in this Bidding Document.</p> <p>The form must be copied verbatim. But to be sure that nothing is missed out, Vice-Chair suggested that the form just be scanned or photocopied and then filled up.</p> <p>On the "I/We", the name of the authorized representative named in the Secretary's Certificate will appear on the line.</p> <p>All blanks must be filled up, appropriate boxes must be ticked off.</p> <p>On the Authority of the Designated Representative, the portion: Name, Title and Specimen Signature must be filled up.</p> <p>All statements from "a" to "h" must be complete.</p> <p>The last page must be signed by the authorized representative. Notarization is required for this OSS.</p>
<p>ENVELOPE 2: FINANCIAL BID FORM (Annex VII)</p>	<p>Envelope 2 will contain the Financial Bid of Bidder. Vice-Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • There is an instruction on the topmost part of the form that states "Please use this Bid Form. Do not retype or alter"; • Zhujar has to indicate the bid amount both in figures and in words in the Financial Bid Form; • Forms to be signed by the Bidder's authorized representative <p>Vice-Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p>

- The Vice-Chair opened the floor for questions/clarifications. Hereunder are the details:

Zhujar Query/Clarification/s	Committee's Reply
May schedule na po ba for viewing ng sample?	Any questions?

	We will issue a schedule for the viewing of sample Ma'am. Pero pwede na po kayong mag-view anytime, makipag coordinate ka lang po to make themselves available.
Yes, Ma'am. Regarding the similar contract Ma'am, individual clothing, and individual equipment?	
	Yung po kasi ang nomenclature clothing requirement ng military. Pero mga sewn items din yan.
Pero same lang din po siya parang sewn items?	
	Yes, Ma'am.
	Any questions Ma'am?
None, Ma'am. Thank you.	
	Zhujar was advised that any changes in the forms/documents the Committee will issue a Bid-Bulletin and Zhujar have to use the revised forms which will be put in the Bid-Bulletin.
	Just a reminder, when you pay for the Bidding Documents, we will give you a whole set. You can download for purposes of already reviewing the requirements. You can download for purposes of having advance copy of the forms. Remember, you must pay for the Bidding Documents before you drop your bids.
	Review your documents well. Thank you and good luck.

Vice-Chair's Instructions

Vice-Chair stated that Zhujar should write all their queries/concerns to the BAC Chair which may be sent through email. The BAC will reply through a Bid Bulletin which will be posted in the PhilGEPS and PITC website.

Just a reminder that there are times that we answer some questions from the Bidder/s during Pre-Bid Conference. However, it's not official until you put your concern in writing because if there's going to be any changes in the bid requirement just wait for the Bid Bulletin to officially confirm what is said in the Pre-Bid Conference.

Let me give you some tips, please fill in all the blank and review your documents well, where you need to sign, please sign. Make sure that your Secretary's Certificate is clear on the intent whether only one signatory is required or several signatories and make sure it matches the signature on each of your documents. Again, if there are any erasures, please counter sign the erasures.

Bidders may pay for the cost of Bidding Documents thru any of the following modes of payment:

1) Cash Payment

PITC Cashier will be available from Tuesday to Thursday between 10:00 AM to 2:00 PM

OR

2) Cash Deposit

Interested Bidders may send a letter request for Bank Details to the BAC Secretariat c/o Ma. Theresa Elima at myette.elima@pitc1973.onmicrosoft.com. Thereafter, proof of payment must be emailed back to the BAC Secretariat for verification purposes.

OTHER MATTERS:

- Vice-Chair also reminded that Zhujar must **sign or initial each and every** interlineation, erasure, overwriting and correction made on their bids. Failure to do so shall result in the invalidation and rejection of their bids.
- **For questions/clarifications:**

CHAIR: Bids and Awards Committee I
Philippine International Trading Corporation (PITC)
5th Flr, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
Email: chairbac1@pitc.gov.ph

Note: Maximum size of email with attachment is six (6) MB only

BID SCHEDULE:

- Zhujar can send queries/concerns via email on or before **03 November 2020 (Tuesday)**.
- The Bid Opening is scheduled on **13 November 2020 (Friday, 9:00am)**.

ADJOURNMENT:

- There are no other matters discussed, the pre-bid conference was adjourned at 10:00am

Adjourned at 10:00 A.M.

MINUTES TAKEN BY:



ATTY. MARIA GUDELIA C. GUESE
Head, BAC-I Secretariat
KDC

REVIEWED BY:



MYRA CHITELLA T. ALVAREZ
Vice-Chairperson, BAC-I

APPROVED BY:



CHRISTABELLE P. FBRIEGA
Chairperson, BAC-I

Good day!

Please see the information for your reference

Name of Project: Supply and Delivery of 5,000 Pieces Brand New Cap Beret Blue for
The Philippine Air Force (PAF)
Bid Reference No.: MPG-BI-2020-412 Rebid
(Previous Bid. Ref. MPG-BI-2019-259)

Activity: Pre-bid

Company Name: Zhujar Mfg Inc.

Address: 61 Kaingin Road. Brgy. Apolonio Samson Q.c

Name of representative: Ana Maria P. Donoga

Contact Nos. 0932-5175855/0905-4158970/8398-6315

Email Address: zhujarmfginc@yahoo.com

Scanned Proof of Identity:

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63-9325175855 / 63-9054158970

